

TITLE, SERIES, GRADE: Investigator, GS-1810-12/13  
SALARY RANGE: GS-12: \$54,275 - \$70,555; GS-13: \$64,542 - \$83,902  
PROMOTION POTENTIAL: GS-13  
VACANCY ANNOUNCEMENT NUMBER: 02-SDGA-07  
OPENING DATE: 12-20-02 CLOSING DATE: 12-27-02  
DUTY LOCATION(S): United States Attorney's Office, Savannah, Georgia  
NUMBER OF VACANCIES: One (1) Position  
CONTACT: Name: Marian M. Nelson  
Phone #: 912-201-2500  
TDD #: 912-652-4800

Send your application package to:

Marian M. Nelson  
Administrative Officer  
United States Attorney's Office  
P.O. Box 8970  
Savannah, GA 31412

**WHO MAY APPLY: Nationwide (All Sources)** - Plus well-qualified surplus and displaced Federal employees (CTAP and ICTAP) in the local commuting area of Savannah, GA.

**THIS POSITION IS BEING ADVERTISED UNDER DELEGATED EXAMINING ONLY.**

**PROBATIONARY PERIOD:** One year probationary period may/may not be required.

**DUTIES:** This position is located in the United States Attorney's Office for the Southern District of Georgia, Savannah, Georgia. The incumbent performs a variety of complex assignments relating to affirmative civil enforcement, including health care fraud. Assists in planning and conducting civil investigations relating to fraud upon the government, health care fraud, and regulatory and statutory enforcement. Works with an Assistant United States Attorney to determine applicable statutory and regulatory law and to identify possible violations; coordinates contacts with federal, state and local law enforcement and regulatory agencies, as well as public and private insurers; assists in conducting interviews of witnesses; prepares and finalizes investigative and other related reports; assists in the preparation, evaluation, and compilation of evidentiary requests and demands; performs asset searches using all appropriate methods, including electronic searches; examines and analyzes medical, billing, and financial records; prepares computer databases; analyzes, retrieves, and uses information from existing databases; assists in compilation of documents and physical evidence after determining proof required to assist in affixing legal responsibility for violations; and devises methods for obtaining, preserving, and presenting evidence to greatest effect.

**GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**1. QUALIFICATION REQUIREMENTS** - All applicants must have U. S. Citizenship. Candidates must meet education or specialized experience requirements of the OPM Qualifications Standards Handbook which are summarized below. Candidates must have at least 52 weeks of specialized experience equivalent to the GS-11 level to qualify for a GS-12 and at least 52 weeks of specialized experience equivalent to the GS-12 level to qualify for a GS-13. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Education is generally not qualifying for this position at this grade level. Applicants must meet all

requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

**SELECTIVE FACTOR:** You must address the following selective factor on a separate sheet of paper using specific, illustrative examples. If you do not address AND meet the selective factor, you will not be rated basically qualified, and will not receive further consideration for the position: Experience working with federal, state and local law enforcement agencies in developing complex investigations on affirmative civil enforcement matters, e.g., health care fraud, which requires compilation and analysis of information and identifying and assisting in interviews of potential witnesses, suspects or informants.

**2. EVALUATION METHOD** - Basically qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application and any job-related information contained in supplemental material, e.g., justification for awards and performance ratings or letters of commendation in relationship to the following Knowledge, Skills and Abilities (KSAs):

- A) Ability to independently conduct complex civil case investigations, especially as related to affirmative civil enforcement.
- B) Ability to establish and maintain liaison within and outside the agency including both law enforcement and investigative communities.
- C) Knowledge of law, regulations and legislation relating to federal affirmative civil enforcement programs and administration, the False Claims Act, and other affirmative civil laws.
- D) Skill in seeking out and analyzing facts, and presenting findings in narrative, chart, graph, schedule, etc., forms and formats.
- E) Skill in oral communications and presentations.

Applicants are encouraged to submit a concise, narrative statement addressing how their background meets each of the KSAs listed above. Failure to do so may result in a lower score in the evaluation process. Applicants must indicate the grade level(s) for which they are applying, if the position is advertised at more than one grade. If not specified, applicants will be considered for only the highest grade qualified.

**3. HOW TO APPLY** - This position is advertised under Delegated Examining procedures only.

Applicants must submit one of the following: an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), OR a resume.

Also, the following documentation is required for status applicants:

\_A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

\_A copy of a performance appraisal issued within the last 12 months (current, Federally-employed applicants only)

If a resume is submitted, it must include all of the following applicable information.

**PERSONAL INFORMATION:**

\_Full name, mailing address, and day and evening phone numbers including area codes

\_Social Security Number

\_Country of citizenship (this position requires United States citizenship)

\_Veterans' preference

- \_Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- \_Highest Federal grade held, job series and length of time served at that grade

**EDUCATION:**

- \_Names of high school attended, city, state, and zip code, date of diploma or GED
- \_Name of college and university attended, city, state, zip code
- \_Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- \_Copy of college transcripts only if the job vacancy requests it

**WORK EXPERIENCE:**

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- \_Job title (include series and grade if a Federal job)
- \_Duties and accomplishments
- \_Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- \_Starting and ending dates (month and year), hours per week, and salary

**OTHER QUALIFICATIONS:**

- \_Job-related training courses (title and year)
- \_Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- \_Job-related certificates and licenses (current only)
- \_Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days. CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERAN'S PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration, dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

**6. AGENCY REQUIREMENTS AND INFORMATION** - To be considered, applications must be received or postmarked no later than the deadline date indicated on this announcement. Relocation expenses may or may not be authorized, the determination of entitlement will be made in accordance with applicable guidelines. Applications submitted at the government's expense will not be considered. This includes those mailed at government expense and those transmitted to a government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

**7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT** - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.